



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Policy Title: City Park Building Rental Policy and Rules & Regulations

Effective Date: Amended March 13, 2018

Policy Number: 08-01

- The City Park Building is an alcohol, tobacco, and drug free facility.
- All events involving illegal activities or lewd and/or obscene conduct are strictly prohibited.
- All scheduled activities should conclude by 11pm unless specifically authorized for additional time.
- The number of attendees must not exceed the State Fire Marshall mandatory maximum (300 people for the entire facility) occupancy.
- No unauthorized fires inside or outside of the facility.
- Please help maintain this facility by observing the following:
 - Remove all decorations and tape from walls and ceiling after use.
 - Empty all trash and place in designated containers outside the back of the building.
 - Sweep the area after each use and mop if needed.
 - Return tables and chairs to storage areas after use.
 - Empty all food and drink from kitchen area and refrigerator/freezer.
 - Turn off all lights and lock all doors.
 - Do not remove any equipment from the building.
 - Do not tamper with fire safety equipment, thermostat, or ceiling fans.
 - Report any damage or necessary repairs to City Hall at 301-834-7500 Monday through Friday 8am-4:30pm. If there are problems outside of normal business hours, please contact the non-emergency dispatch number at 301-600-2071 and ask for a Brunswick Police Officer to be dispatched to the building.
- City Hall shall be responsible for administering this policy, scheduling reservations, and obtaining rental agreements.
- While every attempt will be made to accommodate recurring use by community service organizations or non-profit groups seeking a fee waiver, priority will be given to those who pay to use the facility. In general, the rental policy will be on a first come, first serve basis. All fee waivers must be approved by the City Administrator or City Clerk and the Mayor.
- All non-profit organizations may be requested to provide a copy of their IRS status with their written request for usage of the building. Non-profit organizations are those with IRS status. Not-for-profit organizations may qualify for non-profit rates with prior approval from the City Administrator or City Clerk and the Mayor.
- The City Administrator and City Clerk must approve any recurring use by non-profit or community service groups. **Recurring uses will be limited to a six months from the approval date.**
- The City Park Building may not be rented on a long-term basis by any for-profit agency unless prior approval is received from the Mayor and Council.



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- \$50.00 deposits and payments are required prior to use of the building. Deposits will be refunded by check 7-14 days after the key has been returned, and the facility has been inspected. Deposits for seasonal renters for multiple dates will be collected at the start of the rental period. In the event that the key is unreturned or the condition of the building is less than satisfactory, you will forfeit your deposit. An additional deposit will be necessary to continue use of the building. If continued offenses occur, the organization or individual may not be permitted use of the building.
- The City of Brunswick reserves the right to refuse any individual/organization use of the facility if the nature of the event/activity is deemed inappropriate.
- If an event is unable to be held because of inclement weather, renters may request to hold their event on another available date or request a refund, to be approved by the City Administrator and City Clerk. No refunds will be given for events not held at renter's discretion.

I, _____ acknowledge that I have received and understand the above written policies, rules, and regulations of the City Park Building.

Signature: _____ Date: _____

Rental Rates

Non-Profit	½ Building	Whole Building
3 hours	\$20	\$50
Extra hours	\$5/hour	\$12.50/hour
All day	\$50	\$125
Social	½ Building	Whole Building
3 hours	\$50	\$125
Extra hours	\$10/hour	\$25/hour
All day	\$100	\$250
For Profit	½ Building	Whole Building
3 hours	\$75	\$187.50
Extra hours	\$10/hour	\$25/hour
All day	\$150	\$375